



07 FEB 1996

COMDTINST 1900.2

COMMANDANT INSTRUCTION 1900.2

Subj: TRANSITION ASSISTANCE PROGRAM

Ref: (a) National Defense Authorization Act for Fiscal Year
1995, Public Law 103-337 (NOTAL)

1. PURPOSE. To implement the provisions of reference (a) and issue policy and guidance for the establishment and execution of the Coast Guard Transition Assistance Program.
2. ACTION. Area and district commanders; commanders of maintenance and logistics commands; and commanding officers of headquarters units shall ensure compliance with the provisions of this instruction.
3. BACKGROUND.
 - a. Transition assistance was established for Coast Guard personnel in October 1994 to comply with reference (a), which mandated that all separating and retiring service members have access to transition assistance services and that members involuntarily separated (IVS) during the five-year period commencing 1 October 1994 receive specific benefits.
 - b. The diverse complement of individual programs, services and benefits which collectively constitute the transition assistance program can be classified into four categories: preseparation counseling, employment assistance, relocation assistance for separating members

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stationed overseas, and benefits for IVS members. Delivery of these services to Coast Guard personnel is to be achieved through a cooperative effort involving the Departments of Defense (DoD), Labor (DoL), and Veterans Affairs (DVA), state and community organizations, and non-profit service organizations. The intent of these benefits and services is to enable members and their families the opportunity to make an informed and effective "transition" from military service to civilian employment. This instruction is intended to facilitate this transition and support the Coast Guard's traditional philosophy of caring for its own.

4. POLICY.

- a. Goal. The primary goal of this program is to provide information and assistance to all separating and retiring members to help them make an effective transition from military to civilian life. An integral aspect of this goal is to ensure that separating members are made aware of, and have access to the numerous programs and services (military, government, nonprofit, and commercial) available to assist them in the transition process.
- b. Applicability. Transition services and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) which provide information through a variety of means such as counseling, workshops, manuals, and automated systems. Benefits are specific entitlements (e.g., extension of commissary and exchange privileges, extension of medical coverage, and priority placement in the Coast Guard Reserve) that are granted to a limited, well-defined group of personnel who are involuntarily separated or retired. Unlike transition services which do not have a termination date, transition benefits are temporary in nature and their eligibility qualifying period will end 30 September 1999.
 - (1) Transition Services. Effective 1 October 1994, all members within 180 days of separation or retirement are eligible for transition services as described in enclosure (1). Eligibility for services is not affected by length or character of service.
 - (2) Transition Benefits - Separations. Effective 1 October 1994, certain involuntarily separated members are eligible for transition benefits described in enclosure (2). Eligibility for transition benefits depends on the nature and characterization of a member's discharge. In general, members must meet the following conditions to be eligible for benefits: (a) were on active duty after 30 September 1994; (b) were or will be

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involuntarily separated between 1 October 1994 and 30 September 1999; and (c) were or will be discharged under conditions characterized as either honorable or general under honorable conditions. Specific eligibility criteria for transition benefits are provided in enclosure (3). A transition matrix is provided in enclosure (4) summarizing the categories of personnel who are eligible for each benefit and service.

- c. Implementation. Each commanding officer (CO) has the responsibility for ensuring that separating and retiring members and their family members receive transition benefits and/or services to which they are entitled. To meet this requirement, each command will coordinate their transition program with the cognizant administrative support and Work-Life staff. The command will identify all prospective separating and retiring members, advising them of locally available transition programs and services. To provide transition assistance services, commands will implement one of two program models described briefly below and in enclosure (5).

- (1) Commands with Work-Life staffs. All commands with Work-Life staffs have been designated as "transition sites" (list in enclosure (6)). At these sites, the Work-Life supervisor and supporting staff are responsible for coordinating all appropriate on- and off-site resources into a comprehensive, widely advertised, and accessible transition program. This program will be the primary means through which members from local and tenant commands receive transition information and services. The Work-Life supervisor will work closely with commands to ensure both individual and command requirements are met.
- (2) Commands without Work-Life staffs. Each command should coordinate its transition program through commands with Work-Life staffs.

5. PROCEDURES. Delivery of the four categories of transition benefits and services (identified in enclosures (1) and (2)) are to be accomplished as described below.

- a. Preseparation Counseling. A command representative will meet with all members separating, retiring or entering the Disability Evaluation System (Initial Medical Board Initiation), officers and enlisted, approximately 180 days before separation and not later than 15 days after official notification of separation. As directed by reference (a), preseparation counseling must occur at least 90 days prior to separation. In all cases, the command will be responsible for advising service members of their entitlements and assisting them in

identifying preseparation subject areas in which they desire additional assistance. Depending on the requested counseling, the command will either direct the member to the appropriate office for delivery of services, or provide the necessary counseling should specific offices not be available. During preseparation counseling, the command representative is also required to assist members in the preparation of a transition plan to enable them to achieve their educational, training and employment objectives, and those of their spouse, if applicable. Receipt of counseling (or the offer of counseling should a member decline), and preparation of the transition plan must be documented using a DD2648 (enclosure (7)). The DD2648 will be used for both officers and enlisted. The command will ensure that the DD2648 is properly completed and submitted for entry in the member's permanent service record.

b. Employment Assistance

- (1) Work-Life staffs are designated transition assistance/employment assistance centers and will coordinate and/or deliver employment services as identified in enclosure (1). Services include, but are not limited to, employment assistance workshops, counseling, DoD employment assistance automated systems, and information and referral. In providing these services, Work-Life staffs may utilize resources/programs provided by other federal departments (specifically DoL and DVA), nonprofit service (NPS) organizations (e.g., American Association of Retired People (AARP), The Retired Officers Association (TROA), and Disabled American Veterans (DAV)) and military/community subject matter experts.
- (2) To assist commands in providing employment assistance and preseparation counseling, a Transition Assistance Program (TAP) workshop has been developed in cooperation with DoD, DoL and DVA. The 2-3 day TAP workshop provides instruction on skills identification, resume preparation, interview techniques, and veterans' entitlements. A separate component of TAP is the Disabled Transition Assistance Program (DTAP). DTAP is a half day workshop and is designed specifically for members who are being medically separated. Normally conducted in conjunction with a TAP workshop, the main objective of DTAP is to inform/enroll eligible members in appropriate DVA vocational and educational programs. Personnel should attend these workshops 3-6 months prior to separation/retirement to allow for proper preparation.

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- c. Relocation Assistance for Personnel Stationed Overseas (OCONUS). Commands are responsible for insuring separating and retiring Coast Guard members and their dependents stationed overseas are provided information and assistance to help them in the unique task of preparing for re-entry into civilian life while outside the continental U.S. This program will focus on the special needs and requirements of such members and dependents due to their overseas locations and shall include, to the maximum extent possible, computerized job relocation assistance and job search information.
- d. Involuntary Separation/Retirement Benefits. Commands are responsible for insuring that IVS members are identified and briefed on the benefits and services listed in enclosures (1) and (2). IVS members must be identified as early as possible to allow them to take advantage of certain benefits which require administrative action prior to separation. Additional procedures for providing separation benefits (issuance of Transition Assistance (TA) identification cards, enrollment in Montgomery GI Bill (MGIB) and medical coverage) are provided in enclosures (8), (9), and (10) respectively.

6. RESPONSIBILITIES.

- a. Chief, Office of Personnel and Training (G-P) is responsible for implementing the program. The program will be administered for G-P by the Chief, Work-Life Division (G-PWL) who will:
 - (1) Establish program policy.
 - (2) Develop, implement, and maintain an overall program that meets the requirements of the law and Coast Guard guidance, as well as the needs of separating service members and dependents.
 - (3) Coordinate interdepartmental program management, policies and services with other federal departments, government agencies, and military services.
 - (4) Plan for and distribute funding and resources for transition assistance in coordination with regions.
 - (5) Develop and distribute transition support materials to commands.
 - (6) Develop and implement a public awareness plan which publicizes and promotes transition assistance benefits and services.

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- (7) Monitor and assess program effectiveness, including, but not limited to use of exit surveys to evaluate the program.
- (8) Assist the DOT Inspector General by providing guidance for inspecting and evaluating transition assistance.
- (9) Establish and maintain a professional training program for Work-Life staff members involved in transition assistance.

b. Work-Life Staffs (WLS) will:

- (1) Manage the regional transition program. The WLS will coordinate, plan, develop, implement and direct all aspects of transition assistance and will establish regional level program goals and procedures.
- (2) Establish a transition assistance committee to coordinate all appropriate on-base service providers through periodic (at least quarterly) meetings to assess needs; to plan, implement, review, and improve processes and procedures; and to evaluate transition assistance effectiveness.
- (3) Assess services required by separating members and their dependents. Implement workshops, programs, and services listed in enclosure (1) in response to the identified needs of transitioning members and their dependents.
- (4) Work with local public affairs offices to develop an internal information system which informs target population of all transition policies, programs, and services.
- (5) Develop a network of resource providers (e.g., nonprofit service organizations, chaplains, Retired Affairs Offices, Education Services Offices, DVA benefits counselors, medical authorities, and volunteers) to produce the most effective program.
- (6) Serve as the Coast Guard agent for the coordination of the regional DOL's TAP and DTAP, where available. Develop a Memorandum of Understanding/Memorandum of Agreement with the regional State Employment Commission representative for the administration of TAP/DTAP. A sample memorandum of understanding is provided in enclosure (11).
- (7) Coordinate and or conduct workshops for the purpose of providing separatees and retirees preseparation

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counseling and employment assistance per enclosure (1).

- (8) Maintain information on, and provide referrals to, other appropriate agencies, both private and public, which can assist members with their transition.
- (9) Maintain a library of current transition reference materials and publicize the availability of such materials.
- (10) Provide automated career information systems as described in enclosure (1).
- (11) Allocate funding and resources to ensure proper service delivery.
- (12) Evaluate effectiveness of local transition programs and services and provide immediate superior in the chain of command with status reports as required.
- (13) Collect and maintain statistical data as required by higher authority. Provide program status updates and any other reports as required to G-PWL.
- (14) Provide counseling on educational assistance benefits to which the member is entitled under the MGIB (enclosure (9)) and other educational assistance programs.

c. Commanding Officers/Officers in Charge will:

- (1) Encourage maximum participation by all separating service members in transition programs and services.
- (2) Ensure all separating personnel are provided with a face-to-face preseparation counseling interview not later than 90 days prior to the date of separation, as indicated in 4.d.
- (3) Promote full utilization of all transition assistance services identified in enclosure (1). Personnel within 6 months of separation should be allowed to attend Transition Assistance Program (TAP)/Disability Transition Assistance Program (DTAP) workshops except where prohibited by significant military mission.
- (4) Ensure all IVS members are identified in a timely fashion, briefed on all benefits and services available to them (as identified in enclosures (1) and (2)), and assisted in obtaining benefits and services for which action prior to separation is required.

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- (5) Ensure all separating personnel have a transition plan to enable them to achieve their educational, training, and employment objectives (and those of their spouse, if applicable).
- (6) Grant members identified as IVS excess leave (for a period not in excess of 30 days), or permissive temporary duty (for a period not in excess of 10 days) as the member requires in order to facilitate carrying out necessary relocation activities. Such activities include residence search, employment search and/or to attend a DoD/CG approved transition program seminar prior to separation. Permission should be granted unless to do so would interfere with a significant military mission.
- (7) If member retires under the provisions of Temporary Early Retirement Authority (TERA) ensure members are registered for Public and Community Service (PACS).

d. Command Administrative Support will:

- (1) Conduct preseparation counseling interview for all members within 90-180 days of separation/retirement and not later than 15 days after official notification of separation. During the interview, ensure:
 - (a) All members are informed of the availability of permanent transition services as identified in enclosure (1).
 - (b) Members determine the additional preseparation counseling they desire and are referred to the appropriate office/individual for receipt of counseling. Refer all separating/retiring personnel to the Work-Life staff for additional employment assistance, and if applicable, overseas relocation assistance.
 - (c) IVS members are informed of the transition benefits (enclosures (2)) to which they are entitled and the procedures to apply for each benefit.
- (2) Use briefing and reference material furnished by Commandant and the WLS to provide preseparation counseling and employment and relocation assistance from overseas.
- (3) Ensure Preseparation Counseling documentation DD2648 (enclosure (7)) is properly completed for both officer and enlisted personnel no later than 90

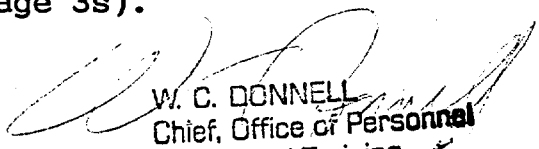
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days before their date of discharge. Forward the DD2648 to the PERSRU, copy to the Work-Life staff, for entry into the member's service record.

- (4) Assist IVS members in identifying and obtaining transition benefits to which they are entitled, especially benefits which require administrative action prior to separation.
- (5) Encourage members to request skill/training verification from the Coast Guard Institute, via the Educational Services Officer.

e. Personnel Reporting Units (PERSRU) will:

- (1) Assist Commands to identify transitioning members and their dependents.
- (2) Issue TA identification cards to eligible members at separation as outlined in enclosure (8).
- (3) Assist eligible members in completing the MGIB enrollment documentation. Should a member elect not to enroll, a service record entry (Page 7) which states his or her desire not to enroll in the program is required. Specific documentation guidance is provided in enclosure (9).
- (4) Ensure documentation certifying preseparation counseling is completed and entered into the service record prior to discharge.
- (5) Assist member in retrieval of educational/training information (old page 3s).


W. C. DONNELL
Chief, Office of Personnel
and Training

- Encl:
- (1) Permanent Transition Services
 - (2) Transition Benefits for IVS Personnel
 - (3) Eligibility for IVS Benefits
 - (4) Transition Assistance Services & Benefits Matrix
 - (5) Transition Assistance Implementation Matrix
 - (6) Work-Life Transition Sites
 - (7) Preseparation Counseling Checklist DD Form 2648
 - (8) Issuance of TA Identification Cards
 - (9) Montgomery G.I. Bill
 - (10) Extended Medical & Dental Benefits for IVS Personnel
 - (11) Sample Memorandum of Agreement

**TRANSITION ASSISTANCE MANAGEMENT PROGRAM
PERMANENT TRANSITION SERVICES**

1. PRESEPARATION COUNSELING. Counseling shall be provided to all separating and retiring members in the following ten areas:
 - a. Education Assistance/Montgomery G.I. Bill (MGIB). A discussion of educational assistance benefits to which the member is entitled under the MGIB and other educational assistance programs because of the member's service in the Armed Forces.
 - b. Reserve Affiliation. An explanation of the procedures for, and advantages of, affiliating with the Selected Reserve.
 - c. Job Search. Information concerning government and private sector programs for job search and employment assistance.
 - d. Spouse Job Search. Job search and employment assistance counseling for the spouse of a separating/retiring member.
 - e. Relocation and Transition Assistance. Information concerning the availability of relocation assistance services and the DoD/DoL's Transition Assistance Program (TAP).
 - f. Medical and Dental Coverage. Information concerning the availability of medical and dental coverage following separation from active duty, including the opportunity to elect into the conversion health policy.
 - g. Career Change. Counseling (for the member and dependents) on the effect of career change on individuals and their families.
 - h. Financial Planning. Counseling on the fundamentals of financial planning and budget development.
 - i. Vocational Rehabilitation. If the member is being medically separated or retired, a description of the compensation and vocational rehabilitation benefits to which the member may be entitled through the Department of Veterans Affairs.
 - j. Transition Plan. A transition plan shall be created for each member and spouse to enable them to attempt to achieve their educational, training, and employment objectives.

2. EMPLOYMENT ASSISTANCE. Employment assistance shall be available to all separating and retiring members and their spouses during the 180 day period prior to discharge. Employment assistance will be available in the following categories:
- a. Information concerning employment and training assistance including (1) labor market information, (2) civilian work place requirements and employment opportunities, (3) instruction in resume preparation and (4) job analysis techniques, job search techniques, and job interview techniques.
 - b. Information concerning federal, state, and local programs, and military/veterans' service organization programs that may be of assistance to members after separation.
 - c. Information and assistance to members interested in obtaining loans and grants from the Small Business administration and other federal, state, and local agencies.
 - d. Information concerning job fairs sponsored by military and veterans' service organizations for separating members. This information will be provided by the Transition Bulletin Board (TBB) which is an electronic bulletin board at transition sites. In addition, TBB will: allow states to provide information on opportunities and veterans services; advertise training seminars; and allow military and civic associations to post information.
 - e. Information about the Defense Outplacement Referral System (DORS). DORS is a DoD-developed, automated program designed to release "mini-resumes" of separating and retiring members and their spouses to civilian employers' organizations, state employment agencies, and other employment entities.
 - f. Document verifying job skills and experience acquired while on active duty that may have application to employment in the civilian sector (DD FORM 295 or CGI 1560/06A).
 - g. Information about geographic areas in which separating and retiring members will relocate after separation including, to the degree possible, information about employment opportunities, the labor market, and factors affecting the cost of living in such areas (e.g., the cost and availability of housing, child care, education, and medical and dental care).

3. RELOCATION ASSISTANCE FOR PERSONNEL STATIONED OVERSEAS.

Separating and retiring Coast Guard members and their dependents stationed overseas shall be provided information and assistance to help in the unique task of preparing for re-entry into civilian life while outside the U.S. This program will focus on the special needs and requirements of such members and dependents due to their overseas locations and shall include, to the maximum extent possible, computerized job relocation assistance and job search information.

TRANSITION BENEFITS FOR INVOLUNTARILY SEPARATED (IVS) PERSONNEL

1. To qualify for the benefits listed below, IVS members will need to prove their eligibility status by showing the following documents:
 - a. Before separation: Separation orders from CGPC-OPM-1 (for Officers), CGPC-EPM-1 (for enlisted members) stating that the member is eligible for transition benefits and showing the appropriate Separation Program Designator (SPD) code; or a letter from the CO stating that the member will be separated with a specific SPD code and is thus eligible for transition benefits.
 - b. After separation: DD214 with the appropriate SPD and re-enlistment codes or a Transition Assistance (TA) ID card are used to show eligibility by the member.
2. Benefits available to qualifying members (as defined in enclosure (3) of this instruction) who are separated after 30 September 1994:
 - a. Benefits which require action prior to separation:
 - (1) Extension in military family housing. Space permitting, IVS members and their dependents may remain in military owned family housing for a period not to exceed 180 days after separation. A rental fee equivalent to Basic Allowance for Quarters (BAQ) plus Variable Housing Allowance (VHA) for the dependency status and former permanent paygrade will be charged at the beginning of each month of occupancy. This rental fee may be reduced or waived by the Area Housing Officer (AHO) in cases of hardship. To request this benefit, IVS members must write a letter to the AHO 45 days prior to their date of separation stating that: (a) they are being involuntarily separated and entitled to transition benefits; (b) their desire to remain in military housing; (c) the length of time they desire to remain in housing after separation; (d) if a financial hardship exists and is documented, a request for waiving all or a portion of the rental fee; and (e) evidence of eligibility using documentation cited in paragraph 1. AHOs shall ensure active duty personnel are not placed on a waiting list as a result of this policy or otherwise negatively affected, when authorizing IVS members and their dependents to remain in quarters.

A copy of each authorization letter to remain in quarters shall be sent by the AHO to Commandant (G-PWL-1). All other program policies specified in the Housing Manual (COMDTINST M11101.13 (series)) shall apply.

- (2) Excess leave/permissive TAD. IVS members may receive either excess leave for a period not to exceed 30 days or permissive temporary duty for a period not to exceed 10 days, to facilitate the member's relocation activities (such as job search and residence search). Excess leave will be granted only after a member uses all regular leave that will be earned through separation. Leave/TAD is to be provided unless to do so would interfere with significant military missions.
 - (a) If the member takes excess leave, during the period of excess leave, the member is not entitled to pay and allowances, annual leave does not accrue, and if injured, the member is not eligible for disability retirement or disability severance pay. If the member takes either excess leave or TAD, it must be explained that all travel costs will be at the member's expense. To request either benefit, the member must submit a written request to the Commanding Officer.
- (3) Storage of household goods (HHG). IVS members may receive nontemporary storage of baggage and HHG for a period not longer than 1 year. To request this benefit, the member should notify the transportation office of IVS status and provide evidence of eligibility using documentation cited in paragraph 1. All forms and processing are the same as for voluntary separatees.
- (4) Home of selection. IVS members are authorized travel and transportation of HHG to a home of selection (vice home-of-record). To request this benefit, members should notify their transportation offices of IVS status and provide evidence of eligibility using documentation cited in paragraph 1. All other procedures remain the same as for voluntary separation.

- (5) MGIB enrollment. Members separated with an honorable discharge will receive an opportunity to enroll in the Montgomery GI Bill (MGIB) or convert from the Veterans Educational Assistance Program (VEAP) to MGIB. Members desiring to enroll must do so before separation and must make a \$1200 lump-sum payment at time of enrollment. Enclosure (9) of this instruction provides detailed eligibility requirements and procedures.

b. Benefits where action before separation may be desirable:

- (1) Department of Defense Dependents School (enrollment) IVS members who have dependents enrolled in a school of the defense dependents' education system or a school for which tuition is provided by DoD, may enroll or continue the enrollment of that dependent in the same manner as if the member were still on active duty, provided the dependent has completed the 11th grade on or before the date of the member's separation and is likely to complete secondary education within the one year period beginning on that date. To receive this benefit, IVS members must present the following items to the local DODDS registrar:
 - (a) TA ID card or a letter from the CO stating that the member will be, or has been, separated involuntarily between 1 October 1994 and 30 September 1999.
 - (b) Evidence that the dependent child completed 11th grade on or before the member's date of separation (i.e., the dependent's final grade report for the junior year).
 - (c) Evidence that the dependent was authorized space-required or space available tuition-free status during the junior year (i.e., the orders used by the member to enroll his or her dependent in the junior year).

c. Benefits that require action on separation:

- (1) Commissary/exchange. IVS members and their dependents have the same commissary and exchange privileges for a period of 2 years after separation. To use this benefit, the member and dependents must have TA ID cards. (DD Form 1173)
 - (2) Medical and dental care. Medical and dental care may be provided for IVS members and their dependents in DoD/USCG medical/dental facilities or medical care through the CHAMPUS system in the same priority as dependents of active duty personnel. Medical and dental care eligibility will be provided for a period of 60 days after separation if the member was on active duty for fewer than 6 years or 120 days after separation if the member was on active duty for 6 years or more.
 - (a) Continued health care is available through the Continued Health Care Benefit Program (CHCBP). CHCBP replaces the former US VIP coverage. CHCBP offers temporary CHAMPUS-like health care coverage to separating members, their eligible family members, and other former beneficiaries who lose their direct care and CHAMPUS benefits.
 - (b) Coverage in CHCBP is offered in ninety-day increments (and is automatically renewable, conditional on receipt of premium) with a maximum benefit of eighteen (18) months for former active duty members and their eligible dependents, and thirty-six (36) months for former spouses and unmarried emancipated dependents (i.e., eligibility lost due to age). Consult COMDTINST 1760.7B, Continued Health Care Benefit Program, for further benefit and enrollment information.
3. In addition to the benefits listed in paragraph 2, members and their dependents shall be provided a one-time preference in hiring by nonappropriated fund instrumentalities (NAFI). A member or dependent may apply for a NAFI position before or after separation. A person eligible for preference shall be referred for selection only if he or she is among the best qualified candidates after a competitive screening process is completed.

Preferential hiring is terminated upon placement in, or declination of, (whichever occurs first) a NAFI position for which a member applied. To receive this benefit, IVS members and dependents must show proof of involuntary separation status at the time of the application (i.e., TA ID card, separation orders, or letter from CO).

4. Dependents acquired by birth, marriage, or adoption prior to expiration of the member's eligibility period are eligible for TA benefits (e.g., medical care and commissary privileges) regardless of whether they become dependent before or after the member's active duty separation date. Dependents are entitled to benefits only as long as the sponsoring, separated member is within his/her eligibility period for transition benefits.

ELIGIBILITY CRITERIA FOR INVOLUNTARY SEPARATION BENEFITS

1. Transition benefits were established for personnel who are involuntarily separated during the five year period beginning October 1, 1994. Three criteria are used to determine eligibility for involuntary separation benefits: type of service (active or Reserve), period of service, and reason for separation.

a. Type of service

- (1) To be eligible for transition benefits an officer must be a regular officer (USCG) (other than a retired officer) who is involuntarily discharged under other than adverse conditions, or a Reserve officer on the Active Duty Promotion List (ADPL), or a Reserve Program Administrator involuntarily discharged, or released from active duty involuntarily.
- (2) To be eligible for transition benefits an enlisted member must be a regular enlisted member (USCG) who is (a) denied reenlistment or (b) involuntarily discharged under other than adverse conditions; or a Reserve enlisted member who is on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the reserve components, and who is (a) denied reenlistment or (b) involuntarily discharged under other than adverse conditions.

- b. Period of service. In order to be considered eligible for transition benefits, a member must have been on active duty in the Coast Guard after September 30, 1994.

- c. Reason for separation. In addition to having been on active duty after September 30, 1994, eligible members must be assigned one of the following Separation Program Designator (SPD) codes effective April 1, 1995.

ENLISTED PERSONNEL SEPARATION

<u>Narrative Reason</u>	<u>SPD Code</u>
<u>Involuntary Discharge (Board Action)</u>	
Parenthood or custody of minor children	GDG
Military personnel security program	GDK
Erroneous entry, other	GFC
Physical standards	GFT
Condition, not a disability	GFV

<u>Narrative Reason</u>	<u>SPD Code</u>
<u>Involuntary Discharge (Board Action)</u>	
Personality disorder	GFX
Nonretention on active duty	GGH
Failure to complete course of instruction	GHF
Homosexual admission	GRB
<u>Involuntary Discharge (In Lieu of Further Board Processing)</u>	
Parent or custody of minor children	HDG
Military personnel security program	HDK
Erroneous entry, other	HFC
Physical standards	HFT
Condition, not a disability	HFV
Personality disorder	HFX
Failure to complete a course of instruction	HHF
Homosexuality admission	HRB
<u>Involuntary Discharge</u>	
Maximum age	JBB
Maximum service or time in grade	JBC
Completion of required active service	JBK
Reduction in force (RIF)	JCC
Alien	JCP
Weight control failure	JCR
Pregnancy or childbirth female	JDF
Parenthood or custody of minor children	JDG
Military personnel security program	JDK
Erroneous entry (other)	JFC
Secretarial Authority	JFF
Competent authority without board action	JFG
Disability with severance pay	JFL
Disability, existed prior to service, PEB	JFM
Disability, existed prior to service, medical board	JFN
Disability, aggravation	JFQ
Disability, other	JFR
Physical standards	JFT
Condition, not a disability	JFV
Failed medical physical procurement standard	JFW
Personality disorder	JFX
Nonretention on active duty	JGH
Failure to complete a course of instruction	JHF
Separation for miscellaneous/general reasons	JND
Homosexual Admission	JRB

<u>Narrative Reason</u>	<u>SPD Code</u>
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Involuntary Release or Transfer

Maximum time in service, time in grade	LBC
Sufficient service for retirement	LBD
Completion of required active service	LBK
Reduction in force (RIF)	LCC
Weight control failure	LCR
Parenthood or custody of minor children	LDG
Erroneous entry, other	LFC
Secretarial authority	LFF
Competent authority	LFG
Failed medical physical procurement standard	LFW
Personality disorder	LFX
Nonretention on active duty	LGH
Separation for miscellaneous/general reasons	LND

Involuntary Discharge

Insufficient time remaining to permit retention, but within 3 months of expiration of enlistment of obligated service	JBM
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Involuntary Release or Transfer

Insufficient retainability (economic) reasons	LBM
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Early Release Program - Voluntary Separation Incentive

Voluntary Discharge for Early Release Program - VSI	KCA
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Early Release Program Voluntary Separation Incentive Transfer to another service component	MCA
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Early Release Program - Special Separation Benefit

Voluntary Discharge for Early Release Program - SSB	KCB
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Early Release Program - SSB Transfer to another Service Component	MCB
---	-----

OFFICER SEPARATIONS

Involuntary Discharge (Board Action)

Parent or custody of minor children	GDG
Military personnel security program	GDK
Erroneous entry, other	GFC
Physical standards	GFT
Condition, not a disability	GFV
Personality disorder	GFX
Nonretention on active duty	GGH
Failure to complete course of instruction	GHF
Homosexuality admission	GRB

OFFICER SEPARATIONS

<u>Narrative Reason</u>	<u>SPD Code</u>
<u>Involuntary Discharge (In Lieu of Further Board Proceedings)</u>	
Parent or custody of minor children	HDG
Military personnel security program	HDK
Erroneous entry, other	HFC
Physical standards	HFT
Condition, not a disability	HFV
Personality disorder	HFX
Failure to complete a course of instruction	HHF
Homosexuality admission	HRB
 <u>Involuntary Discharge</u>	
Reduction in force (RIF)	JCC
Weight control failure	JCR
Pregnancy or childbirth female	JDF
Military personnel security program	JDK
Parenthood or custody of minor children	JDG
Erroneous entry, other	JFC
Secretarial authority	JFF
 <u>Involuntary Discharge</u>	
Competent authority without board action	JFG
Disability, severance pay	JFL
Disability, existed prior to service, PEB	JFM
Disability, existed prior to service - medical board	JFN
Disability, aggravation	JFQ
Disability, other	JFR
Physical standards	JFT
Condition, not a disability	JFV
Failed medical physical procurement standard	JFW
Personality disorder	JFX
 <u>Involuntary Discharge</u>	
Nonselection, permanent promotion	JGB
Nonretention on active duty	JGH
Failure to complete a course of instruction	JHF
Separation for miscellaneous/general reasons	JND
Homosexual Admission	JRB
 <u>Involuntary Release or Transfer</u>	
Maximum age (USCGR only)	LBB
Completion of required active service	LBK
Weight control failure	LCR
Parenthood or custody of minor children	LDG
Secretarial authority	LFF
Competent authority	LFG
Physical standards	LFT
Failed medical physical procurement standard	LFW

OFFICER SEPARATIONS

<u>Narrative Reason</u>	<u>SPD Code</u>
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Involuntary Release or Transfer

Personality disorder	LFX
Nonselection, permanent promotion	LGB
Nonselection, temp promotion	LGC
Nonretention on active duty	LGH
Request for extension of service denied	LGJ

Resignation Prior to Show Cause

Weight control failure	BCR
Parenthood or custody of minor child(ren)	BDG
Military personnel security program	BDK
Physical standards	BFT
Condition, not disability	BFV
Personality disorder	BFX
Failure to complete a course of instruction	BHF
Homosexual admission	BRB

SEPARATION OF CADETS

Parenthood or custody of minor child(ren)	JDG
Failure to complete a course of instruction	JHF
Separation for miscellaneous/general reasons	JND

Early Release Program - Voluntary Separation Incentive

Early Release Program - VSI	FCA
Voluntary Resignation	
Early Release Program - VSI	KCA
Voluntary Discharge	
Early Release Program - VSI	MCA
Transfer to another service component	

Early Release Program - Special Separation Benefit

Early Release Program - SSB	FCB
Voluntary Resignation	
Early Release Program - SSB	KCB
Voluntary Discharge	
Early Release Program - SSB	MCB
Transfer to another service component	

TRANSITION ASSISTANCE SERVICES AND BENEFITS

SERVICES/BENEFITS	RETIREEES	VOL SEPARATEES	IVOL SEPARATEES
Pre-separation Counseling	X	X	X
Employment Assistance Program	X*	X*	X*
Skills/Training Verification	X	X	X
Employment Information Computer Programs (DORS/TBB)	X*	X*	X*
Overseas Relocation Assistance	X*	X*	X*
Excess Leave (up to 30 days)			X
Permissive Temporary Duty (up to 10 days)	X		X
Priority Affiliation in SELRES		X	X
Travel and Shipment of HHG/ Storage of HHG (1 year)			X
DODDS School Enrollment Cont			X*
# MGIB Enrollment			X
Extended Medical/Dental Care			X*
Extended Commissary/ Exchange Privileges			X*
% Extended Military Housing (180 days)			X*
* Employment Preference in NAFI			X*

* Dependents also eligible

% Space permitting as determined by housing authority

Only separatees with honorable discharges are eligible

A member must have been on active duty in the Coast Guard after September 30, 1994.

TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP) IMPLEMENTATION MATRIX		
BENEFITS AND SERVICES	COMMANDS WITH WORK-LIFE STAFFS	COMMANDS WITHOUT WORK-LIFE STAFFS
PRESEPARTATION COUNSELING		
Educational Assistance Benefits	CIS/DVA	CO/PSG/DVA/CIS
Affiliation with SELRES	DIST	DIST
Member Job Search	WLS/NPS	NPS/DoD/WLS*
Job Search for Spouse	WLS/NPS	NPS/DoD/WLS*
Relocation Assistance/TAP Availability	WLS	CO/PSG
Medical and Dental Coverage	DoD/CHAMPUS/HBA	DoD/CHAMPUS/HBA
Effects of Career Change	EAP	CO/PSG/EAP
Financial Planning Assistance	CGMA/EAP/NPS	CO/PSG/DoD
Compensation Entitlement for Medically Separated	DVA	DVA
Documentation of Counseling	CO/PERSRU	CO/PERSRU
EMPLOYMENT ASSISTANCE		
Operate DoD Defense Outplacement Referral System (DORS) and Transition Bulletin Board (TBB)	DoD/WLS	DoD/WLS*
Provide member/spouse participation in TAP within 180 days of separation	DoD/WLS	DoD/WLS*
RELOCATION ASSIST OVERSEAS		
Provide OCONUS Member/Spouse With Relocation Assistance	DoD/TO	DoD/TO
CO – COMMAND CIS – CAREER INFORMATION SPECIALIST DVA – DEPARTMENT OF VETERANS AFFAIRS TO – TRANSPORTATION OFFICER NPS – NON-PROFIT SERVICE ORGANIZATION WLS – WORK-LIFE STAFF HBA – HEALTH BENEFITS ADVISOR PSG – PRESEPARATION GUIDE DoD – AVAILABLE DoD SITE CGMA – CG MUTUAL ASSISTANCE EAP – EMPLOYEE ASSISTANCE PROGRAM		
*WLS MAY BE AVAILABLE FOR COMMAND SITE VISITS		

WORK-LIFE STAFF TRANSITION SITES
1-800-USCG-WLS
1-800-872-4957

Commandant U.S. Coast Guard (G-CAS-5) 2100 Second Street, SW Washington, DC 20593-0001	EXTENSION: WDC (932) FAX: 202-267-4440
USCG Support Center Governors Island New York, NY 10004	EXTENSION: NYC (692) FAX: 212-668-3381
USCG Support Center Coast Guard Island Alameda, CA 94501-5100	EXTENSION: ALA (252) FAX: 510-437-3944
First CG District Coast Guard Building 408 Atlantic Ave Boston, MA 02210-2209	EXTENSION: D01 (301) FAX: 617-223-8078
Second CG District 1222 Spruce Street St. Louis, MO 63103-3832	EXTENSION: D02 (302) FAX: 314-539-2912
Fifth CG District Federal Building 431 Crawford Street Portsmouth, VA 23704-5004	EXTENSION: D05 (305) FAX: 804-398-6495
Seventh CG District 909 SE First Ave Brickell Plaza Federal Bldg Miami FL 33131-3050	EXTENSION: D07 (307) FAX: 305-536-4750
Eighth CG District Hale Boggs Federal Bldg 500 Camp Street New Orleans LA 70130-3396	EXTENSION: D08 (308) FAX: 504-589-6139
Ninth CG District 1240 East 9th Street Cleveland OH 44199-2060	EXTENSION: D09 (309) FAX: 216-522-7952
Eleventh CG District 501 W Oceangate Blvd Long Beach CA 90822-5399	EXTENSION: D11 (311) FAX: 310-980-4494

Enclosure (6) to COMDTINST 1900.2

Thirteenth CG District
Jackson Federal Bldg
915 Second Ave
Seattle WA 98174-1067

EXTENSION: D13 (313)
FAX: 206-220-7201

Fourteenth CG District
1235-B Tampa Drive
Honolulu HI 96850-4982

EXTENSION: D14 (314)
FAX: 808-836-5572

Seventeenth CG District
PO Box 25517
Juneau AK 99802-5517

EXTENSION: D17 (317)
FAX: 907-463-2480

USCG Training Center
1 Munro Ave
Cape May NJ 08204-5002

EXTENSION: MAY (629)
FAX: 609-884-6852

USCG SUPRTCEN ECITY
Elizabeth City NC 27909-5001

EXTENSION: ELI (354)
FAX: 919-335-6230

USCG Academy
15 Mohegan Ave
New London CT 06320-4195

EXTENSION: CGA (242)
FAX: 203-444-8290

USCG Support Center
PO Box 195022
Kodiak AK 99619-5022

EXTENSION: KOD (563)
FAX: 907-487-5239

Greater Antilles Section
PO Box 2029
Old San Juan Station
San Juan PR 00903-5000

EXTENSION: GAN (426)
FAX: 809-729-6682

PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement on back before completing this form.)

SECTION I. Please indicate (by checking YES or NO) whether you or your spouse (if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all service members, unless otherwise specified.

	SERVICE MEMBER			SPOUSE			REFERRED TO (input is optional)
	YES	NO	N/A	YES	NO	N/A	
1. INDIVIDUAL TRANSITION PLAN (ITP)							
2. EFFECTS OF A CAREER CHANGE							
3. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification certification of Military Experience and Training)							
c. Defense Outplacement Referral System (DORS)							
d. Public and Community Service (PACS)							
e. Transition Bulletin Board (TBB)							
f. Teacher and Teacher's Aid Placement/Certification Program							
g. Federal Employment Opportunities							
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)							
i. State Employment Agencies/Interstate Job Bank							
4. RELOCATION ASSISTANCE							
a. Excess leave and permissive (TDY/TAD)							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, Eligible Involuntary Separates)							
*d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)							
*e. DODDS school extension (Eligible Involuntary Separates Only)							
5. EDUCATION/TRAINING							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)							
b. Job training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)							
c. Additional education or training options							
6. HEALTH AND LIFE INSURANCE							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)							
b. Option to purchase 18-month conversion health insurance							
c. Concurrent pre-existing condition coverage with purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)							
d. Veterans' Group Life Insurance							
7. FINANCES							
a. Financial Management							
b. Separation pay (VSI, SSB, Eligible Involuntary Separates)							
c. Unemployment compensation							
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)							
8. RESERVE AFFILIATION/PRIORITY							
9. DISABLED VETERANS							
a. Disabled Transition Assistance Program (DTAP)							
b. VA Disability Benefits							

* STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICE MEMBERS

PRIVACY ACT STATEMENT			
AUTHORITY:		10 USC 1142, E.O. 9397	
PRINCIPAL PURPOSE:		To record preseparation services and benefits requested by and provided to service member; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for service members be made available.	
ROUTINE USES:		None	
DISCLOSURE:		Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records.	
<p>As a separating service member, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training, and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer service members the opportunity and assistance to develop an ITP. It is the service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.</p>			
SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)			
10. NAME (Last, First, Middle Initial)		11. SSN	12. GRADE
13. SERVICE	14. U.I.C.	15. EXPECTED SEPARATION DATE (YYMMDD)	16. DATE CHECKLIST PREPARED (YYMMDD)
17. COMMENTS			
SECTION III - ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN			
<p>I was offered preseparation counseling on the above transition benefits and assistance as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I (accept) (decline) (strike out appropriate remark) further transition assistance counseling. (If you declined further transition assistance counseling, skip to item 18.) I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP.</p>			
18. SERVICE MEMBER SIGNATURE			19. DATE OF SIGNATURE
20. TRANSITION COUNSELOR SIGNATURE			21. DATE OF SIGNATURE

DD Form 2648, SEP 93 (BACK)

R 091746Z FEB 95 ZYB ZUI ASN-D00040000476

FM COMDT COGARD WASHINGTON DC//G-P//

TO ALDIST

BT

UNCLAS //NO1900//

ALDIST 027/95

COMDTNOTE 1900

SUBJ: ISSUANCE OF UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173) TO MEMBERS AND DEPENDENTS ELIGIBLE FOR TRANSITION ASSISTANCE.

A. COMDT COGARD WASHINGTON DC 162126Z DEC 94, ALDIST 192/94

1. THIS ALDIST DELINEATES HOW THE CG WILL ISSUE TRANSITION ID CARDS TO INVOLUNTARILY SEPARATED (IVS) MEMBERS AND DEPENDENTS WHO ARE ELIGIBLE FOR CERTAIN TRANSITION BENEFITS LISTED IN REF

A. THESE BENEFITS INCLUDE ACCESS TO MEDICAL AND DENTAL CARE, EXCHANGE AND COMMISSARY PRIVILEGES.

2. MANUALLY PREPARE TRANSITION ASSISTANCE (TA) ID CARDS AS FOLLOWS:

A. THE SERVICING PERSRU OR ID CARD ISSUING FACILITY MUST VERIFY THE SPONSOR'S STATUS AS AN IVS MEMBER BY USING THE SPONSOR'S SEPARATION ORDER AND/OR A DD FORM 214 (COPY 4) WHICH INDICATES THE SPONSOR'S SEPARATION PROGRAM DESIGNATOR (SPD) CODE, OR SPD AND REENLISTMENT (RE) CODE COMBINATIONS. DEPENDENT STATUS WILL BE VERIFIED THROUGH DEERS OR BY PRESENTATION OF LEGAL DOCUMENTS TO ESTABLISH THE DEPENDENT'S RELATIONSHIP TO THE SPONSOR.

B. ON THE REVERSE OF THE ID CARD, ONE AND ONE-HALF INCHES FROM THE RIGHT EDGE, DRAW A VERTICAL LINE THROUGH BLOCKS 16 AND 17. TYPE THE ABBREVIATION "MED:" ON THE FIRST LINE, "EX:" ON THE SECOND LINE, AND "COM:" ON THE THIRD LINE. AFTER EACH ABBREVIATION, TYPE IN THE ELIGIBILITY END DATE. USE ID CARD/DEERS STANDARD DATE ABBREVIATION FORMAT.

C. THE MEDICAL/DENTAL CARE AND CHAMPUS EFFECTIVE DATE FOR THE SPONSOR WILL BE ONE DAY AFTER SPONSOR'S SEPARATION DATE. THE ELIGIBILITY END DATE FOR THE SPONSOR WILL BE 60 DAYS AFTER SEPARATION IF MBR HAD LESS THAN SIX YEARS OF TOTAL ACTIVE SERVICE, OR 120 DAYS AFTER SEPARATION IF MBR HAD SIX OR MORE YEARS OF TOTAL ACTIVE SERVICE. DO NOT CHANGE DEPENDENTS' EFFECTIVE DATES. ELIGIBILITY END DATE FOR DEPENDENTS WILL BE THE SAME AS FOR THE SPONSOR.

D. COMMISSARY, BASE EXCHANGE, AND THEATER PRIVILEGES FOR THE SPONSOR AND DEPENDENTS WILL END TWO YEARS AFTER SEPARATION.

E. ON THE FRONT OF THE CARD DIAGONALLY STAMP THE DOD EMBLEM OF THE COMPLETED CARD WITH A LOCALLY PROCURED ONE INCH SQUARE "TA" RED STAMP.

R 091746Z FEB 95 ZYB ZUI ASN-D00040000476FM COMDT COGARD
WASHINGTON DC//G-P//

TO ALDIST

BT

UNCLAS //N01900//

ALDIST 027/95

COMDTNOTE 1900

SUBJ: ISSUANCE OF UNIFORMED SERVICES IDENTIFICATION AND
PRIVILEGE CARD (DD FORM 1173) TO MEMBERS AND DEPENDENTS ELIGIBLE
FOR TRANSITION ASSISTANCE.

F. INDICATE IN BLOCK 89 OF DD FORM 1172 WHETHER THIS IS THE
ORIGINAL ISSUE OF THE TA ID CARD FOR THE MEMBER AND/OR THE
DEPENDENT, OR WHETHER IT IS A REPLACEMENT FOR A LOST CARD.

G. FORWARD A COPY OF COMPLETED DD FORM 1172 TO COMDT G-PMP-2 FOR
VERIFICATION OF CHAMPUS ENTITLEMENT FOR ANY CLAIMS DURING THE
RESPECTIVE ELIGIBILITY PERIODS OF THE AFFECTED MEMBERS AND THEIR
DEPENDENTS.

3. LOST OR STOLEN TA ID CARDS MAY BE REPLACED UPON
VERIFICATION OF THE SPONSOR/DEPENDENT'S ELIGIBILITY.
VERIFICATION IS DONE BY CITING A COPY OF THE DD FORM 1172 FROM
THE INITIAL ISSUANCE. THE ELIGIBILITY END DATES WILL BE THE SAME
AS THOSE ON THE ORIGINAL CARD. INDIVIDUALS WHO LOSE THEIR TA
ID CARD AFTER THE ELIGIBILITY END DATE FOR MEDICAL BENEFITS MAY
RECEIVE A NEW CARD FOR COMMISSARY AND EXCHANGE BENEFITS ONLY. BY
CROSS-SERVICING AGREEMENT, REPLACEMENT ID CARDS MAY BE OBTAINED
FROM ANY ID CARD ISSUING FACILITY WITH ON-LINE ACCESS TO DEERS.
PRESENTATION OF PERSONAL PICTURE ID IS ALSO REQUIRED.

4. COAST GUARD COMMANDS SHOULD ENSURE ELIGIBLE MEMBERS AND
DEPENDENTS ARE ISSUED TA ID CARDS PRIOR TO DETACHMENT FROM
THEIR PERMANENT DUTY STATION (PDS), E.G., PRIOR TO DETACHMENT ON
LEAVE INCIDENT TO SEPARATION. THESE MEMBERS SHOULD BE DIRECTED
TO USE A COPY OF THEIR SEPARATION ORDERS TO OBTAIN ACTIVE DUTY
BENEFITS UNTIL THEIR DATE OF SEPARATION.

5. HEADQUARTERS POC IS CWO R. CORNELL, PH: 202-267-2257, OR
YNC J. CONATY AT PH: 202-267-2259.

6. AREA COMMANDERS, DISTRICT COMMANDERS, AND MLC COMMANDERS TAKE
APPROPRIATE ACTION TO ENSURE DISSEMINATION OF THIS ALDIST TO
AFFECTED MEMBERS AND UNITS.

BT

**MONTGOMERY G.I. BILL - PROVISIONS FOR THOSE INVOLUNTARILY
SEPARATED AFTER 1 OCTOBER 1994**

1. Background. The National Defense Authorization Act for FY 95 authorized the Coast Guard to offer its workforce certain transition services and benefits during a five year period beginning October 1, 1994. Included is the opportunity for certain members to participate in the MGIB program who were otherwise not eligible.
2. Eligibility.
 - a. Members must be involuntarily separated (IVS) on or after 1 October 1994 and before 1 October 1999, and have a qualifying Separation Program Designation (SPD) code.
 - b. Categories of IVS members who may now enroll:
 - (1) Initially disenrolled from the MGIB when first entered on active duty.
 - (2) Entered active duty during the time the Veterans Educational Assistance Program (VEAP) was in effect. (1 January 1977 through 30 June 1985).
 - (3) Members who did not have any MGIB benefits (e.g. Coast Guard Academy or any federally sponsored scholarship program graduate).
3. Action.
 - a. Commanding Officers/Officers in Charge will ensure IVS members who meet the eligibility criteria either enroll or disenroll from the MGIB.
 - (1) Members electing MGIB enrollment must submit a \$1200 lump-sum payment and evidence of eligibility to the Pay and Personnel Center prior to separation. This payment is nonrefundable.
 - (2) Members may pay by mailing (return receipt requested) a personal check, money order or certified check direct to:

Commanding Officer (DC)
CG Pay and Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

- (3) Members may also pay by credit card (Master Card or VISA) by calling (913) 295-2912/3/4 with authorization for the lump-sum payment. Evidence of eligibility will still be required for enrollment.
- (4) Members meeting the eligibility criteria but electing NOT to enroll must sign a Page 7 with the following statement:

"I understand that I am eligible to enroll in the MGIB based on my involuntary separation from the Coast Guard, but I elect not to enroll. I understand my decision to decline is irrevocable."

- b. Members who contributed to VEAP must apply directly to the Department of Veterans Affairs (DVA) to receive a refund of their VEAP contributions.

4. General Information.

- a. IVS conversion members cannot use MGIB benefits until they separate from active duty. The DVA will not pay "in-service" MGIB benefits. For members enrolled in VEAP, their benefit eligibility stops the day of separation.
- b. Enrollment in the MGIB is irrevocable and monies are not refundable.
- c. Members are entitled to one month of benefits for each month served on active duty up to 36 months. Current MGIB rates are \$404 dollars per month for full-time, prorated for less than full-time study. This amount is evaluated annually with a new effective date of 1 October.
- d. Members who received benefits under VEAP and are converting to the MGIB, cannot exceed 36 months of total entitlement.
- e. MGIB benefits can be used up to 10 years from date of separation.

**EXTENDED MEDICAL AND DENTAL BENEFITS FOR MEMBERS INVOLUNTARILY
SEPARATED AFTER 1 OCTOBER 1994**

1. Benefit Description. Medical and dental care may be provided for IVS members and their dependents in DoD/USCG medical/dental facilities or medical care through the CHAMPUS system in the same priority as dependents of active duty personnel.
2. Eligibility.
 - a. Medical and dental care eligibility will be provided for a period of 60 days after separation if the member was on active duty for fewer than 6 years.
 - b. Medical and dental care eligibility will be provided for a period of 120 days after separation if the member was on active duty for 6 years or more.
 - c. Transitional health care starts on the date of separation, and is not retroactive.
3. Health Care Provider.
 - a. Continued health care is available through the Continued Health Care Benefit Program (CHCBP). CHCBP replaces the former US VIP coverage. CHCBP offers temporary CHAMPUS-like health care coverage to separating members, their eligible family members, and other former beneficiaries who lose their direct care and CHAMPUS benefits.
 - b. Coverage in CHCBP is offered in ninety-day increments with a maximum benefit of eighteen (18) months for former active duty members and their eligible dependents, and thirty-six (36) months for former spouses and unmarried emancipated dependents (eligibility lost due to age). Consult COMDTINST 1760.7B, Continued Health Care Benefit Program, for further benefit and enrollment information.
4. CHAMPUS Reimbursement. Submit the claim for medical expenses with copies of paid or unpaid medical bills to the CHAMPUS fiscal intermediary serving the region where care was received. The letters "TAMP" should be printed in bottom right of Block 8a of the CHAMPUS form.

MEMORANDUM OF UNDERSTANDING
BETWEEN
STATE EMPLOYMENT SERVICE
(APPLICABLE COAST GUARD FACILITY)
DEPARTMENT OF VETERANS EMPLOYMENT AND TRAINING SERVICE

Purpose: This Memorandum of Understanding sets forth the conditions, stipulations, and responsibilities for initiating and/or continuing the Transition Assistance Program (TAP) 3-day workshop at (applicable Coast Guard facility).

Background: The Department of Labor (DoL) TAP workshop provides instruction, information, and assistance to members of the Armed Services who are within 180 days of separation, their spouses, and eligible Department of Transportation civilians, in this order of priority, on a regularly scheduled basis at locations designated by the Coast Guard. The goal of this program is to develop skills which will decrease the time unemployed and provide the information to make a suitable education or career choice. The objectives are the prevention of long-term unemployment problems, provision of enhanced employment services to the disabled and younger veterans most likely to encounter employment difficulties, improved active component retention, enhanced reserve component placement, and improved perceptions among service members upon separation.

Definitions: For the purpose of clarification, the following definitions are provided:

Facilitator: Person trained at the National Veterans Training Institute (NVTI) or other entity approved by the national office of the Veterans Employment and Training Service (VETS) whose primary duty is presenting instruction and providing administrative support for the 3-day workshop.

Coordinator: Person who has the responsibility for class scheduling and logistics.

Point of Contact: Representative of each of the partners who is charged with carrying out that partner's responsibilities.

Responsibilities: Program delivery leadership for the 3-day workshop is concentrated in DoL. Participation of service members and logistical control are vested in the U.S. Coast Guard. Instruction concerning veterans' rights, benefits, and obligations will be provided by the Department of Veterans Affairs (DVA).

All Parties Involved Jointly Agree:

To work together to achieve TAP goals and to resolve conflicts at the lowest level possible.

To establish frequency of workshops in accordance with available resources and number of separations.

To coordinate the support services available in the local community (e.g., other public agencies, military and veterans service organizations, the private sector).

To identify additional resources required to effectively implement and maintain a fully operational TAP/DTAP program and take necessary action to obtain those resources.

The Coast Guard Will Provide:

A POC who will represent the Coast Guard facility commanding officer.

Suitable classroom facilities on an as needed basis. Facilities will include adequate utilities (lighting, air conditioning, heat, etc.) and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.), telephone, and janitorial services will also be provided.

Notification and registration of participants.

Ongoing publicity such as, but not limited to, posters and flyers.

Encouragement and promotion of maximum participation as stated in Title 10, United States Code, section (c).

Secondary source of qualified facilitators to substitute in the event of the short-notice, short-term absence of primary facilitators.

Supervision of facilitators provided by the facility.

State Employment Service Will Provide:

A POC.

Management of guest speakers supplementing the assigned facilitators.

The primary source of qualified facilitators to staff the workshops, to include coverage of workshops during annual leave and temporary duty periods.

Veterans Employment and Training Service Will Provide:

The State Director of Veterans Employment and Training Services (DVET) as the POC.

All training materials required for the workshop.

Training for facilitators.

Monitoring of workshop delivery to maintain a quality program.

Oversight of performance of State Employment Service activities and DoL contractors to ensure proper performance of workshop facilitator functions.

DVA Will Provide:

A POC.

Guidance on the role of all veterans service organizations.

Coordination with Vocational Rehabilitation and Education Services in implementing the Disabled Transition /Assistance Program (DTAP).

TAP Advisory Council: The POCs will meet quarterly to discuss program accomplishments, plan for the next quarter, and resolve conflicts. The meetings will be chaired by the DVET.

Termination: This MOU will be renewed automatically on the annual anniversary date unless a 30-day written notice of termination is given at any time by one of the parties.

Signatures:

(Date)

Signature block
(DVET)

Signature block
(DVA)

Signature block
(State Employment Service)

Signature block
(Commanding Officer)